

**Planning & Community
Development Department**
1421 N Meadowwood Lane
Suite 120
Liberty Lake, WA 99019
Phone: (509) 755-6707
Fax: (509) 755-6713
www.cityoflibertylake.com

APPLICATION REVIEW PROCEDURES FOR PROJECT PERMITS

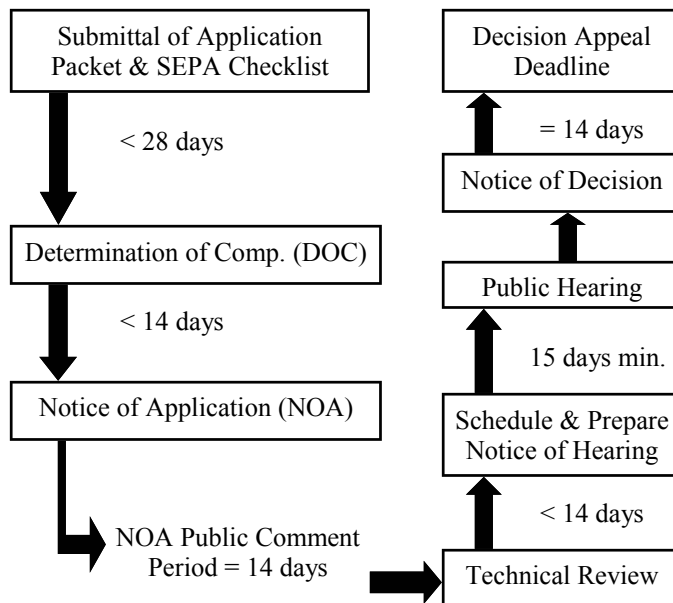
These procedures outline how ‘project permits’ will be processed by the City of Liberty Lake. Project permits include larger scale building and grading permits that require SEPA, plats, binding site plans, conditional use permits, variances, zone reclassifications, etc., and other city permits subject to the State Environmental Policy Act. An Optional Consolidated Project Permit Review Process provides for integrated processing of multiple discretionary permits issued by the City of Liberty Lake related to a specific project and to provide for coordinated meetings and hearings associated with the project. Most project permits can be processed between a 60 and 120 day timeframe. Applicants that promptly supply and prepare required items will aid in speeding up the overall process. The Determination of Completeness (DOC), Notice of Application (NOA), and Technical Review can all be completed by the City of Liberty Lake in under the allotted time depending on the applicant’s diligence. The above timeline does not apply to amendments to the Comprehensive Plan or Development Regulations. The following procedures outline a chronological process that includes provisions for:

- Preapplication Conferences to provide permit applicants with information regarding what requirements must be met to process an application.
- Submittal of Application Packet & SEPA Checklist (if applicable)
- A Determination of Completeness (DOC) to advise permit applicants that the necessary paperwork has been submitted including applications and SEPA checklist (if applicable) and the “procedural submission requirements “of the city have been met so city departments and other public agencies can begin review of an application, or if all documents have not been included with an application, which ones are needed. This needs to be completed within 28 days of submission of an application.
- A Notice of Application (NOA) to advise other agencies, adjacent property owners, neighborhoods, and the public in general that an application has been submitted and that the opportunity for comment is available within a defined period of time. This occurs both via the mail and on site signage. The NOA is completed within 14 days of the DOC and provides for a 14-day comment period. During this phase, preliminary SEPA determination can also be covered (if applicable).
- A Technical Review process, where city staff and affected agencies review proposals for consistency and conformance with applicable regulations in preparation for the project to proceed to a public hearing or administrative decision. This generally should occur within 14 days of the close of the comment period for the NOA. A final SEPA determination (if applicable) would also be made at the end of the Technical Review.
- A Notice of Hearing to advise agencies, property owners, neighborhoods and the public in general that proposals requiring a public hearing have been scheduled for an ‘open record’ hearing, where individuals and agencies can provide testimony. Provisions are available to consolidate multiple hearings into a single hearing; the hearing notice will generally be out at least 15 days prior to the hearing.
- A Notice of Decision made on a project permit, either administrative or as a result of the hearing, to applicable parties of record, including any applicable appeal procedures.
- Appeal procedures to provide interested parties with standing, the opportunity to appeal a decision on a project permit. An open record appeal is available on many administrative determinations and one ‘closed record’ appeal is available on decisions of the Hearing Examiner.

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Chronological Project Permit Process



Project Permits are either Type I or Type II projects.

Type I projects are generally administrative decisions. The following Type I projects usually require SEPA, but do not require a public hearing:

- Commercial, Industrial, Grading, & other building permits that require SEPA
- Manufactured Home Parks
- Temporary Use Permits
- Top Soil Removal
- Short Plat (w/in land previously platted)

Type II projects generally involve hearing examiner decisions. The following Type II-A projects require a public hearing before the hearing examiner and may or may not require SEPA:

- Variances
- Conditional Use Permits
- Special Use Permits
- Shoreline Permits
- Accessory Dwelling Units

The following Type II-B projects require a public hearing before the hearing examiner, approval by the City Council, and they may or may not require SEPA:

- Preliminary Plats, Preliminary Planned Unit Developments (PUD), Preliminary Binding Site Plan (BSP), or a change of conditions to an existing plat, PUD, or BSP
- Property Rezones

PROJECT PERMIT EXAMPLES:

TYPE I PROJECTS

Commercial Permit (CP) - A large scale commercial, industrial, building, or grading project that requires SEPA.

Type I Project Permit

1. Pre-Application Conference
2. Submittal Checklist & Application
3. Determination of Completeness (DOC)
4. Notice of Application (NOA)
5. Technical Review
6. Notice of Decision (w/ conditions of approval)
7. Building or Grading Permit Issuance

Temporary Use Permit (T) - A use approved for location on a lot for a period not to exceed six (6) months with the intent to discontinue such use after the time period expires.

Type I Project Permit

1. Pre-Application Conference
2. Submittal Checklist & Application
3. Determination of Completeness (DOC)
4. Notice of Application (NOA)
5. Technical Review
6. Notice of Decision (w/ conditions of approval)
7. Temporary Use Permit Issuance

Short Plat (SP) - A division or re-division of land into four or fewer lots, tracts, parcels, etc. for the purpose of sale, lease, or transfer of ownership.

Type I Project Permit

1. Pre-Application Conference
2. Submittal Checklist & Application
3. Determination of Completeness (DOC)
4. Notice of Application (NOA)
5. Technical Review
6. Notice of Decision (w/ conditions of approval)
7. Final Short Plat Review

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PROJECT PERMIT EXAMPLES:

TYPE II-A PROJECTS

Variance (V) - In some cases circumstances may exist where the strict application of the provisions of the Zoning Code may cause practical difficulties regarding the use of a property and a variance may be granted. However, no variance shall be granted which would permit the establishment of a use otherwise prohibited in the zone in which the property is located.

Type II-A Project Permit

1. Pre-Application Conference
2. Submittal Checklist & Application
3. Determination of Completeness (DOC)
4. Notice of Application (NOA)
5. Technical Review Meeting (w/ Findings of Fact)
6. Notice of Hearing (before the Hearing Examiner)
7. Notice of Decision

Conditional Use Permits (CUP) - Establishes criteria for determining the conditions under which a use(s) may be permitted outright in a zone. A conditional use is subject to specific review during which additional conditions may be imposed to assure compatibility of the use with other uses in the zone. A request for a conditional use may be denied where it cannot be shown that the requested use will be compatible with other permitted uses in the zone involved. Each zoning category specifies what uses are considered conditional uses for that zone.

Type II-A Project Permit

1. Pre-Application Conference
2. Submittal Checklist & Application
3. Determination of Completeness (DOC)
4. Notice of Application (NOA)
5. Technical Review Meeting (w/ Findings of Fact)
6. Notice of Hearing (before the Hearing Examiner)
7. Notice of Decision (w/ conditions of approval)

PROJECT PERMIT EXAMPLES:

TYPE II-B PROJECTS

Plat (P) - A division or re-division of land (residential, commercial, or industrial zoned properties) into five or more lots, tracts, parcels, sites, or divisions for the purpose of sale, lease, or transfer or ownership. Plats can also be combined with a zone reclassification or a PUD overlay.

Type II-B Project Permit

1. Pre-Application Conference
2. Submittal Checklist & Application
3. Determination of Completeness (DOC)
4. Notice of Application (NOA)
5. Technical Review Meeting (w/ Findings of Fact)
6. Notice of Hearing (before the Hearing Examiner)
7. City Council Approval
8. Notice of Decision (w/ conditions of approval)
9. Final Plat Review
10. City Council Resolution

Binding Site Plan (BSP) - A method of subdividing land (usually large commercial or industrial zoned properties) into separate parcels by creating a scaled drawing that identifies and shows the areas and location of all streets, roads, improvements, utilities, open spaces, and any other matters specified by local regulations. This method allows for more flexibility with lot lines, parcel size, etc., similar to what a PUD does for residential subdivision.

Type II-B Project Permit

1. Pre-Application Conference
2. Submittal Checklist & Application
3. Determination of Completeness (DOC)
4. Notice of Application (NOA)
5. Technical Review Meeting (w/ Findings of Fact)
6. Notice of Hearing (before the Hearing Examiner)
7. City Council Approval
8. Notice of Decision (w/ conditions of approval)
9. Final Binding Site Plan Review
10. City Council Resolution

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PROJECT PERMIT EXAMPLES:

TYPE II-B PROJECTS (continued)

Zone Change (ZC) - Any zone changes must be consistent with the comprehensive plan, which can only be amended once a year. The zone change process is reviewed by the Planning Commission during the Technical Review phase to check consistency with the Comprehensive Plan & Development Regulations.

Type II-B Project Permit

1. Pre-Application Conference
2. Application & Burden of Proof Form
3. Determination of Completeness (DOC)
4. Notice of Application (NOA)
5. Technical Review Meeting (w/ Findings of Fact)
6. Notice of Hearing (before the Hearing Examiner)
7. City Council Approval
8. Notice of Decision (w/ conditions of approval)

Also, see our brochures on
Commercial / Industrial Site Plan Review
Commercial / Industrial Building Permits
Residential Building Permits
SEPA

For more information or an appointment contact:
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This brochure is intended to be for informational purposes only and all projects shall comply with requirements as determined at time of application.